

AP 5075

COURSE ADDS AND DROPS

Status: PROPOSED

Legal [Title 5 Sections 55024 and 58004](#)

The District may allow students to add and drop courses pursuant to policy.

### **Adding Courses**

A. Students may add courses during the first two weeks for a full term course, or the first 15% of a short term course contingent upon the course having available space.

- ~~1) the course still having available space~~
- ~~2) the instructor's judgment regarding pedagogical and safety issues~~

~~B. After the add period concludes:~~

- ~~1) students may add a course only with an add authorization code through the last business day before the census date/day.~~
- ~~2) students not officially registered in a course shall not be permitted to attend that course.~~

B. After the first week of a full-term course, or the first day of a short-term course, students may add a course only with an add authorization code through the census deadline.

C. Late Enrollment Procedures:

Students who were in attendance prior to census and have extenuating circumstances that prevented them from registering by add deadlines may petition to add classes by submitting a Late Add Petition. Verifiable documentation of extenuating circumstances may be required and must be attached to the petition at the time of submission. Students not officially registered in a course shall not be permitted to attend the course after the census deadline.

- ~~1) The Late Add petition can be picked up in the Admissions and Records Office or downloaded from the Admissions and Records website college website.~~
- ~~2) Students must obtain approval from the instructor, subject area Dean and/or the EVP/VP or designee.~~

### **Withdrawal/Military Withdrawal**

Students may withdraw from class using the online process described in the current class schedule or they may submit a Drop Form to the Office of Admissions and Records. It is the DTRW-I and DTRW-SS 10.08.15; 11.12.15 revised at meeting

student's responsibility to withdraw from class by the official deadline dates published in the most recent Catalog, Schedule of Classes, and the website.

A. Withdrawal Prior to Census (20% of instruction)

Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.

B. Withdrawal 20% - 75% of Instruction

Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the fourteenth week (or 75% of the instructional time frame) shall have a "W" posted to the permanent record.

The "W" shall not be used in calculating grade point averages, but shall be used in determining probation, dismissal, and the number of course attempts.

C. Withdrawal After 75% of Instruction

The permanent record of students who remain in class beyond the fourteenth week of the term in a weekly census section (or 75% of the instructional time frame for all other section accounting methods) must reflect an evaluative grade symbol other than W.

D. Extenuating Circumstances

Students who withdraw from weekly census sections after the fourteenth week of the term (or 75% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the W. Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, and other circumstances beyond the control of the student. Withdrawal under these provisions may also be allowed prior to the 75% of instructional time frame, and after the census deadline may be notated as "Medical Withdrawal" if student is dropping due to an accident or illness and is approved by the appropriate college official.

A "W" symbol shall not be assigned, or if assigned shall be removed, from a student's academic record when a;

- Determination is made pursuant to Title 5 Sections 59300 et seq. that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
- Student withdrew from one or more classes, where such withdrawal was necessary due to fire, flood or other extraordinary conditions and the withdrawal is authorized by the district pursuant to section 58509.
- The “W” shall not be used in calculating grade point averages, but shall be used in determining probation, dismissal, and the number of course attempts.

#### E. Military Withdrawal

An MW (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The MW attempts shall not be counted in progress probation and dismissal calculations.

The “W” shall not be used in calculating grade point averages, but shall be used in determining probation, dismissal, and the number of course attempts.

#### Instructor Initiated Drops Prior to Census

Instructors shall drop students due to inactive enrollment by the census deadline.

See BP/AP 5070 for more information about census and attendance records.

~~A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:~~

- ~~1) Been identified as a no show~~
- ~~2) Students who are no longer attending or participating in the course~~
- ~~3) Students who have officially withdrawn~~

~~Faculty may, but are not required to, drop students for lack of active participation after the census date of a course has passed.~~

~~The requirement to clear rosters of inactive enrollment is predicated by state law and applies to all courses regardless of the mode of instruction delivery including distance education.~~

~~Instructors of distance education classes, especially those that are 100% online, must incorporate drop policies into their syllabus that include the following:~~

- ~~Students enrolled in online classes must meet a standard of participation to be considered actively enrolled by regularly logging in and actively participating in the course, or they may be considered inactive and may thus be dropped by the instructor.~~
- ~~Specific assignments within an online course can act as attendance or student activity indicators. If the assignment or activity is not completed by a given date, then a student may be considered inactive and may be dropped. Attendance assignments or student activity indicators will be determined by individual instructors.~~
- ~~Faculty may but are not required to drop students for lack of participation after the census date and are not required to notify the student after having provided every student access to the drop policy in the course syllabus.~~

### **Course Repetition**

The District will comply with Title 5 regulations regarding course repetition and withdrawals.

See BP/AP 4225 and 4227 for more information about course repetition policy and procedures.  
See BP/AP 4230 for more information about grading and academic record symbols.